

EMERGENCY PROCEDURES

**U.S. DEPARTMENT OF AGRICULTURE
HEADQUARTERS COMPLEX
WASHINGTON, D.C. 20250**



**OFFICE of OPERATIONS
WASHINGTON AREA SERVICE
CENTER**

MARCH 1997

MEDICAL EMERGENCIES

D.C. Fire Dept. Ambulance
Health Unit

911 Voice/TDD
720-9522/720-8480 TDD

MAINTENANCE EMERGENCIES

Washington Area
Service Center:

720-6858

SECURITY/SAFETY/ENVIRONMENTAL EMERGENCIES

USDA Security Control Center:
(24 hours a day, 7 days a week)

690-0869/720-8476 TDD

Physical Security & Environmental Branch:
(Mon. - Fri. 6:00 a.m -6:00 p.m.)

720-6270/720-8469 TDD

Federal Protective Service (GSA):
(24 hours a day, 7 days a week)

708-1111

Relay Service FIRS:

1-800-877-8339 Voice/TDD

EMPLOYEE ASSISTANCE PROGRAM

Rural Development

The Sand Creek Group, Ltd.

612-430-3383

Food Safety and Inspection Service

Maschhoff, Barr & Associates

1-800-523-5668

All Other USDA Agencies

Business Health Services

301-570-3900 or

(Montgomery General Hospital) 1-800-765-3277



Emergencies, both major and minor, are a part of our everyday lives. We can deal effectively with them if we are prepared and in control.

Safety requires that all tenants be well informed of the proper steps to take in the event of an emergency. Studies prove that panic in an emergency is a major cause of injury or death.

All occupants should familiarize themselves with the information in this booklet.

Anyone having knowledge of any unsafe conditions in the USDA Headquarters Complex should inform the Washington Area Service Center on 720-6858.

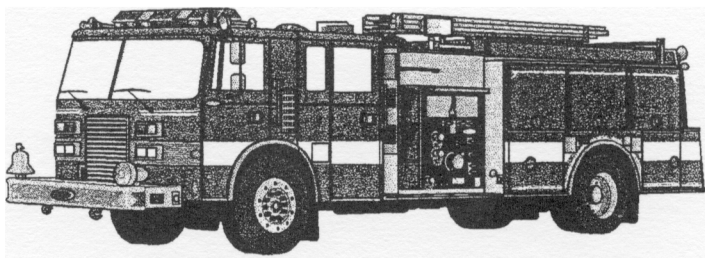
We appreciate your cooperation and look forward to working with you as a team to produce a safe and comfortable work environment. The enclosed information is essential to the development of that environment.



If you discover a fire or smell smoke, pull the nearest fire box. If there is no fire box in the area, call the Federal Protective Service on 708-1111.

TIPS IN CASE OF FIRE

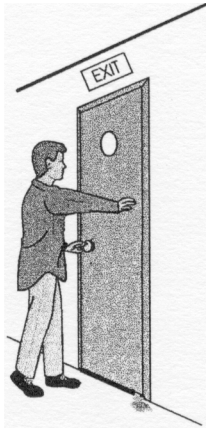
- 1. When the fire alarm sounds, leave at once.**
- 2. Feel the door that leads from your office to the corridor before opening it. If it is hot or smoke is seeping in, DO NOT OPEN IT. Keep the door closed and seal up any cracks. Call the Federal Protective Service on 708-1111 and give the building, the floor you are on, and the room number.**
- 3. If the door feels cool, open cautiously. Be prepared to close it if the hall is full of smoke or if you feel heat pressure against the door. If the hall is clear, close all doors behind you and proceed to the designated area outside the building and await further instructions.**
- 4. Do not use elevators. Smoke can enter the elevator shaft and asphyxiate the occupants. Use the stairwell and ensure that the door is closed after all occupants have evacuated.**
- 5. If caught in smoke or heat, get down on the ground where air is better. Take short breaths (through nose) until you reach a clear area.**
- 6. Mobility Impaired Employees: Contact your agency helpers and go to the nearest stairwell, pick up warden phone (red phones in hallway) and you will be given further evacuation instructions.**



Fire drills will occur at least once a year and are a necessary part of ensuring your safety in case of a real emergency. These drills help determine problem areas and what kind of improvements are necessary to maintain the level of safety in the building. Please report any potential hazards or difficulties experienced during the drill to the Washington Area Service Center on 720-6858.

FIRE DRILL PROCEDURES

- 1. When the fire alarm sounds, take your purse or wallet, close all doors and windows, and proceed to designated evacuation routes.**
- 2. Once you are outside, move away from the building to the designated area. DO NOT congregate in the courts or the building entrances.**
- 3. Drills will be as brief as possible and floor wardens will inform you when you may return to the building. Maintain orderly lines when re-entering the facility.**



LIFE THREATENING MEDICAL EMERGENCIES

CALL 911

THEN:

- 1. Notify the Health Unit, 720-9522/720-8480 TDD. Calmly describe the type of medical emergency. After hours, or on weekends and holidays, contact the USDA Security Control Center on 690-0869/720-8476 TDD.**
- 2. Keep the person warm and comfortable.**
- 3. Remain calm.**

The Health Unit is located in Room 1038, USDA South Building. For non-emergencies, telephone 720-3281/720-8480 TDD. Hours of operation are 7:00 a.m. - 4:00 p.m.

OTHER MEDICAL SITUATIONS

Notify the Health Unit. USDA medical personnel will respond and will call 911 if necessary.



DEMONSTRATIONS AND CIVIL DISTURBANCES

- 1. Stay in your assigned area as much as possible.**
- 2. Do not go to the scene of a demonstration or disturbance.**
- 3. Whenever you observe a demonstration or civil disturbance in or around your facility, contact the USDA Security Control Center on 690-0869/720-8476 TDD.**
- 4. Do not confront or antagonize demonstrators.**
- 5. Contact the USDA Security Control Center to ascertain the safest and most expedient routes into or out of the building.**



SECURITY PROBLEMS

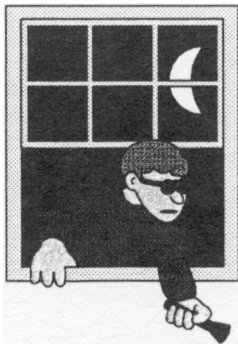
Any thefts, emergencies, or security matters such as solicitors, suspicious or intoxicated persons, etc., should be reported immediately to the USDA Security Control Center on 690-0869/720-8469 TDD.

TIPS ON AVOIDING CRIME

- 1. Always lock your doors when your office is unoccupied or if you are working late and are alone.**
- 2. Keep purses and valuables locked up and out of sight.**
- 3. If you remove your suit coat, always transfer your valuables to your trouser pockets.**
- 4. Do not hang coats, hats, purses, etc., near the entrance to your office.**
- 5. Secure all small office equipment when not in use.**
- 6. Ask persons entering your office if you may help them. This discourages individuals who wander.**
- 7. Watch your fellow employees' property.**
- 8. Wear your USDA identification at all times.**

If you observe someone committing a crime, DO NOT attempt to apprehend or detain the suspect. Try to memorize the physical appearance of the suspect and call the emergency number above.

Contact the Physical Security & Environmental Branch on 720-6270 for crime prevention literature and assistance.



BOMB THREATS

*** Important! Hit *57 immediately after the caller disconnects. This will trap the number and enable law enforcement to quickly obtain information regarding the caller's location.**

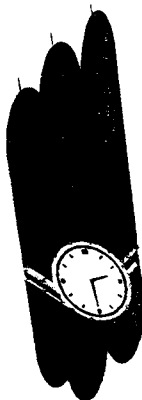
It is still important, however, to try to obtain the following information from the caller:

- 1. Time set for detonation.**
- 2. Exact location of the device**
- 3. Description of the device.**
- 4. What kind of bomb it is.**
- 5. Exact words used by the caller.**
- 6. Any noteworthy background noises.**
- 7. What will cause bomb to explode.**
- 8. Did the caller place the bomb.**
- 9. Why was the bomb placed.**
- 10. Where is caller calling from.**
- 11. What is caller's name and address.**
- 12. Did caller's voice sound familiar.**

Immediately notify the USDA Security Control Center on 690-0869/720-8476 TDD and your office manager or supervisor.

SUSPICIOUS PACKAGES

All packages delivered to the building by courier or other mail services must first be x-rayed in the mailroom. All deliveries should be made to the Court 4 Loading Dock. If a suspicious package or device is located, DO NOT disturb it. Evacuate the area immediately and notify the USDA Security Control Center on 690-0869/720-8476 TDD



RESPONDING TO VIOLENCE IN THE WORKPLACE

Violence in the workplace can take many forms. Examples include: intimidating behavior, threats of suicide, injury or the threat of injury to property and/or persons, fistfights, shootings, stabbings, sexual assaults, or unauthorized use of deadly weapons and explosives.

All acts of violence should be reported promptly to supervisors or managers and in case of emergency, directly to:

USDA Security Control Center	690-0869
Room S-309 South Building	720-8476/TDD
(Office open 24 hours a day, seven days a week)	

Physical Security & Environmental Branch	720-6270
	720-8469/TDD
(Normal working hours Monday-Friday 6:00a.m.-6:00p.m.)	

General Services Administration	708-1111
Federal Protective Service	
(Office open 24 hours a day, seven days a week)	



ACCESSIBLE ENTRANCES IN THE USDA COMPLEX FOR PERSONS WITH DISABILITIES

JAMIE L. WHITTEN FEDERAL BUILDING

East Wing - Jefferson Drive - This entrance is keycard only

Main entrance - Independence Ave

SOUTH BUILDING

Wing 1 - Independence Avenue

Wing 7 - 14th Street

Court 5 - C Street

Court 2 - C Street

COTTON ANNEX

Back of Building - Loading Dock

AUDITORS BUILDING

Main Entrance

TDD PHONE LOCATIONS

JAMIE L. WHITTEN FEDERAL BUILDING

Jefferson Drive Entrance 720-3944

SOUTH BUILDING

Physical Security

& Environmental Branch 720-8469

Security Control Center 720-8476

Wing 1 - Independence Avenue 720-3971

Wing 4 - Independence Avenue 720-4006

Wing 7 - Independence Avenue 720-4014

Court 2 - C Street 720-3994

Health Unit 720-8480

COTTON ANNEX

Main Entrance 401-0015

AUDITORS BUILDING

Main Entrance 720-3943

